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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#26 SEPTEMBER 6, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

August 30, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL TO EXECUTE ELEVEN SUBSTANCE ABUSE TREATMENT AGREEMENTS, TWO RESIDENTIAL MEDICAL DETOXIFICATION AGREEMENTS, AND NINE SPECIAL PILOT PROJECT AGREEMENTS TO SUPPORT THE CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS SUBSTANCE ABUSE TREATMENT PROGRAM

SUBJECT

Request approval to award and execute 11 substance abuse treatment services agreements, two sole source residential medical detoxification services agreements, and nine sole source special pilot project services agreements to support the California Work Opportunities and Responsibility to Kids substance abuse treatment program serving Los Angeles County Welfare-to-Work program participants.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of the Department of Public Health (DPH), or his designee, to award and execute 11 new California Work Opportunities and Responsibility to Kids (CalWORKs) service agreements to the lead agencies of the community-based organizations identified in Attachment A, to provide substance abuse treatment services to CalWORKs Welfare-to-Work (WtW) program participants, effective October 1, 2011 through June 30, 2014, at an estimated total maximum obligation of \$24,159,996 (nine month fiscal year [FY] 2011-12 maximum obligation of \$6,589,090, a FY 2012-13 maximum obligation of \$8,785,453, and a FY 2013-14 maximum obligation of \$8,785,453); 100 percent offset by CalWORKs Specialized Supportive dollars allocated by the State for substance abuse treatment, and distributed to DPH through an Intra-Fund Transfer (IFT) from the Department of Public and Social Services (DPSS).
2. Approve and instruct the Director of DPH, or his designee, to execute two sole source agreements with Behavioral Health Services, Inc. (BHS) and Tarzana Treatment Centers, Inc. (TTC)

to provide CalWORKs Residential Medical Detoxification (RDTX) substance abuse treatment services, as identified in Attachment A, effective October 1, 2011 through June 30, 2014 at an estimated total maximum obligation of \$825,000 (nine month FY 2011-12 maximum obligation of \$225,000, a FY 2012-13 maximum obligation of \$300,000, and a FY 2013-14 maximum obligation of \$300,000); 100 percent offset by CalWORKs Specialized Supportive dollars allocated by the State for substance abuse treatment and distributed to DPH through an IFT from DPSS.

3. Approve and instruct the Director of DPH, or his designee, to execute sole source agreements with nine CalWORKs WtW special pilot project providers to provide Asian Pacific Islander Targeted Outreach Project (APITOP) and/or Homeless CalWORKs Families Project (HCFP) services, as identified in Attachment B, effective October 1, 2011 through June 30, 2014, at an estimated total maximum obligation of \$2,199,996 (nine month FY 2011-12 maximum obligation of \$599,996, a FY 2012-13 maximum obligation of \$800,000, and a FY 2013-14 maximum obligation of \$800,000); 100 percent offset by CalWORKs Specialized Supportive dollars allocated by the State for substance abuse treatment and distributed to DPH through an IFT from DPSS.

4. Delegate authority to the Director of DPH, or his designee, to execute amendments to the agreements that modify non-substantive terms; allow for the rollover of unspent funds; adjust the term of the agreements through September 30, 2014; and/or provide an internal reallocation of funds between budgets, an increase, or a decrease in funding up to 10 percent above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable agreement term, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow DPH to execute agreements with 11 CalWORKs proposers (i.e., lead agencies or consortiums) that were recently selected under a competitive selection process (i.e., Request for Proposal [RFP]), to provide services to Los Angeles County CalWORKs WtW program participants. The agreements will provide improved services to CalWORKs WtW program participants as a result of updated CalWORKs requirements as outlined in the RFP. This includes the requirement that each lead agency direct and track the services provided by its consortium members (i.e., partners) to ensure that a continuum of care is made available to all CalWORKs WtW program participants. Contract services to be provided include: day care habilitative (DCH), outpatient counseling (OC), and residential treatment (RT) services.

Approval of Recommendation 2 will allow DPH to execute sole source RDTX service agreements with BHS and TTC. BHS and TTC are the only agencies licensed and certified by the State to provide (RDTX) services in our network of County treatment agencies. In addition both agencies have a long history of providing these services to CalWorks participants. Provision of all four services (DCH, OC, RT, and RDTX), ensures that a continuum of care is available to CalWORKs WtW program participants as needed to successfully attain long-term sobriety to overcome other barriers to employment and progress from WtW to financial self-sufficiency. The executed sole source for BHS is detailed in Attachment C. The executed sole source justification for TTC is detailed in Attachment D.

Approval of Recommendation 3 will allow DPH to continue agreements with nine sole source CalWORKs WtW special pilot project providers to provide APITOP and/or HCFP services, directed specifically towards serving the underserved CalWORKs WtW Substance Abuse (SA) and co-

occurring disorder (COD) population, which are not directly covered by the agreements with the 11 consortiums. This agreement in combination with CalWORKs WtW agreements awarded under the RFP allows DPH to serve the greatest range of CalWORKs WtW clients. The executed sole source justification for the nine CalWORKs WtW special pilot project providers is detailed in Attachment E.

Under Recommendation 4, DPH is requesting delegated authority to execute amendments to modify non-substantive terms and internally reallocate funds between budgets and/or increase or decrease funding up to 10 percent above or below the annual base maximum obligation, effective upon Amendment execution or at the beginning of the applicable agreement term. This delegated authority will enable DPH to amend agreements to allow for the provision of additional units of funded services that are above the service level identified in the current agreement and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the original executed agreement, the County may determine that the contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated. This recommendation will have no impact on net County cost.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness; Goal 2, Children, Family and Adult Well-Being; and Goal 4, Health and Mental Health, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The estimated total maximum obligation for the 22 recommended agreements (11 CalWORKs, two sole source RDTX and nine CalWORKs WtW Special Pilot Project) for the period of October 1, 2011 through June 30, 2014 is \$27,184,992 (nine month total FY 2011-12 maximum obligation of \$7,414,086, a FY 2012-13 maximum obligation of \$9,885,453, and a FY 2013-14 maximum obligation of \$9,885,453); 100 percent offset by CalWORKs Specialized Supportive dollars allocated by the State for substance abuse treatment, and as distributed to DPH through an IFT from DPSS.

Payments under the above recommended agreements will be on a fee-for-service and cost provisional rate of reimbursement until DPH returns to your Board for approval to convert such rates to new fee-for-service Rate Study rates and payment procedures.

All agreements and any subsequent amendments shall be contingent upon the availability of funds provided by DPSS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 16, 2009, your Board instructed DPH re-compete several alcohol and drug treatment agreements. The CalWORKs RFP is one of RFPs planned in response to your Board's instruction.

All 11 lead agencies will be responsible for entering into subcontracts or Memorandum of Understandings (MOUs) with their consortium members to ensure CalWORKs services are provided in accordance with County agreement requirements. In addition, all 11 lead agencies will be required to enter into a subcontract or MOU with either BHS or TTC to provide RDTX services. All contractual issues will be handled through the consortium's lead agency.

On April 27, 2010, your Board approved execution of Agreement amendments with: 1) six CalWORKs providers to participate in an HCFP special pilot project, and 2) three CalWORKs providers to participate in an APITOP special pilot project. HCFP services are located in six Los Angeles County Mental Health (MH) sites. The goal of HCFP services is to: 1) increase the identification of SA needs among participants already receiving MH services, and 2) effectively integrate MH and SA services in a multi-disciplinary team approach to serve the COD population. The goal of APITOP services is to provide SA information, education, and outreach and connect API CalWORKs participants with SA and/or MH COD treatment services. The nine CalWORKs special pilot project agreements have been extended a number of times, with the last extension being approved by your Board on June 7, 2011 for a period of six months on a month-to-month basis, effective July 1, 2011 through December 31, 2011. DPH will amend the term of the nine CalWORKs special project agreements for a period of three months, effective July 1, 2011 through September 30, 2011, at a maximum obligation of \$133,333, in order for all CalWORKs agreements to start October 1, 2011. As a special pilot project, services provided by the nine providers were not included in the CalWORKs RFP competitive selection process.

The recommended agreement formats will be reviewed and approved by County Counsel prior to distribution to the awarded agencies.

CONTRACTING PROCESS

On September 7, 2010, DPH Substance Abuse Prevention and Control released a RFP for the CalWORKs Substance Abuse Treatment Program for substance abuse treatment services in Los Angeles County. The current network of CalWORKs treatment agencies have existed since the WtW program reforms implemented in 1998. The Departments of Public Social Services and Health Services were charged with a quick implementation of a system of substance abuse treatment services for persons receiving Aid to Families with Dependent Children (now known as CalWORKs) public assistance. SAPC (then the Alcohol and Drug Program Administration) obtained approval to implement the program using their existing network of providers, who specialized in serving women with children and families. The services are being competitively bid to comply with State funding regulations and your Board's instructions.

This competitive bid required that lead agencies accept responsibility for participants and agree to oversee all their treatment needs, including coordination with other County departments. To provide ancillary and supportive community services as needed. Lead agencies provide these services through a consortium of providers who have a history of serving CalWORKs participants. Agencies also provide case management and recovery support during and after participants' treatment to ensure family stability and continued sobriety.

On November 18, 2010, 14 lead agencies, representing consortium partnerships consisting of approximately 35 individual agencies, submitted their RFP responses. On March 22, 2011, 11 lead agencies were informed their consortium had received a passing score of 70 percent or above and would continue to the budget negotiation phase of the RFP. Two of the remaining three proposers were informed that they did not have a passing score, and one proposer was informed they had not passed the Pass/Fail portion of the RFP evaluation.

During final negotiations, all 11 consortiums concurred with DPH's recommendation to remove the RFP's RDTX service requirement and to create separate RDTX agreements with BHS and TTC. All

proposers had selected either BHS or TTC as their RDTX provider of choice. No other RDTX provider was named and no other provider provides RDTX services to CalWORKs WtW participants. Proposers further agreed to enter into a subcontract or MOU with BHS or TTC to provide RDTX services, as part of each proposer's obligation to provide the full continuity of services.

Approximately \$825,000 in RFP funding for the period of October 1, 2011 through June 30, 2014 will be shifted to fund RDTX services, which reduced the original RFP funding from \$25,742,967 to a total of \$24,917,967. In addition, all 11 consortiums have been informed of SAPC's plan to later amend their Agreements to add new rates and procedures pursuant to the results of the Rate Study once finalized and approved by your Board.

On June 7, 2011, your Board approved extension of the current CalWORKs agreements on a month-to-month basis for a period of six months, effective July 1, 2011 through December 31, 2011, to allow for the completion of the RFP selection process. An extension was required due to delays created by: 1) the large number of proposals received, 2) the complexity of evaluating consortiums, 3) the time needed to find additional evaluators and to operate within their work schedule as volunteers, and 4) planning for the separation of RDTX services and the future application of Rate Study rates and procedures. DPH is recommending approval of new CalWORKs and RDTX agreements, effective October 1, 2011.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will allow DPH to award new substance abuse treatment agreements to provide CalWORKs WtW program services throughout Los Angeles County.

Respectfully submitted,



JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

JEF:er

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL**

Consortium/ Provider(s)	Sup. Dist.	2011-2012	2012-2013	2013-2014
Non-Detox Services (Outpatient Counseling, Day Care Habilitative, Residential Treatment)				
Consortium 1	1, 2			
<u>Lead Agency:</u> Los Angeles Centers for Alcohol and Drug Abuse (LA CADA)				
<u>Members:</u>				
Asian American Drug Abuse Program, Inc.				
Didi Hirsch Mental Health Services				
MELA Counseling Services Center, Inc.				
Southern California Alcohol and Drug Programs (SCADP), Inc.				
TOTAL for Consortium 1		\$ 725,336	\$ 967,115	\$ 967,115
Consortium 2	4			
<u>Lead Agency:</u> SCADP				
<u>Member:</u>				
LA CADA				
TOTAL for Consortium 2		\$ 415,454	\$ 553,938	\$ 553,938
Consortium 3	1, 5			
<u>Lead Agency:</u> PROTOTYPES, Centers for Innovation in Health, Mental Health, and Social Services				
<u>Members:</u>				
Behavioral Health Services, Inc.				
Santa Anita Family Service				
URDC Human Services Corporation				
TOTAL for Consortium 3		\$ 562,518	\$ 750,024	\$ 750,024
Consortium 4	1, 2, 4, 5			
<u>Lead Agency:</u> Behavioral Health Services, Inc.				
<u>Members:</u>				
Asian American Drug Abuse Programs (AADAP), Inc.				
Cambodian Association of America				
Casa delas Amigas, Inc.				
Mid-Valley Recovery Services, Inc.				
National Council on Alcoholism and Drug Dependence (NCADD) - Long Beach Area				
NCADD South Bay				
Social Model Recovery Systems, Inc.				
TOTAL for Consortium 4		\$ 934,660	\$ 1,246,213	\$ 1,246,213
Consortium 5	2			
<u>Lead Agency:</u> AADAP				
<u>Members:</u>				
Avalon-Carver Community Center				
His Sheltering Arms, Inc.				
TOTAL for Consortium 5		\$ 883,255	\$ 1,177,673	\$ 1,177,673

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL**

Consortium/ Provider(s)	Sup. Dist.	2011-2012	2012-2013	2013-2014
<u>Consortium 6</u>	4			
<u>Lead Agency:</u> Substance Abuse Foundation of Long Beach				
<u>Member:</u>				
None*				
TOTAL for Consortium 6		\$ 173,564	\$ 231,419	\$ 231,419
<u>Consortium 7</u>	1, 5			
<u>Lead Agency:</u> Social Model Recovery Systems, Inc.				
<u>Members:</u>				
Behavioral Health Services, Inc.				
Casa delas Amigas, Inc.				
MELA Counseling Services Center, Inc.				
Mid-Valley Recovery Services, Inc.				
Stepping Stones Recovery Home				
TOTAL for Consortium 7		\$ 353,555	\$ 471,406	\$ 471,406
<u>Consortium 8</u>	1, 2			
<u>Lead Agency:</u> JWCH Institute, Inc.				
<u>Member:</u>				
The Mini Twelve Step House, Inc.				
TOTAL for Consortium 8		\$ 196,912	\$ 262,549	\$ 262,549
<u>Consortium 9</u>	3, 4, 5			
<u>Lead Agency 9:</u> Tarzana Treatment Centers, Inc.				
<u>Members:</u>				
Cri-Help, Inc.				
Cambodian Association of America				
Clinica Monseñor Oscar A. Romero				
Didi Hirsch Mental Health Services				
I-ADARP, Inc.				
Impact/ Principles, Inc.				
Total Family Support Clinic				
Valley Women's Center, Inc.				
TOTAL for Consortium 9		\$ 1,988,408	\$ 2,651,211	\$ 2,651,211
<u>Consortium 10</u>	1, 2, 3			
<u>Lead Agency:</u> Homeless Health Care Los Angeles				
<u>Member:</u>				
Behavioral Health Services, Inc.				
Mary Lind Recovery Centers				
TOTAL for Consortium 10		\$ 181,954	\$ 242,605	\$ 242,605
<u>Consortium 11</u>	4			
<u>Lead Agency 11:</u> Cambodian Association of America				
<u>Member:</u>				
Atlantic Recovery Services				

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL**

Consortium/ Provider(s)	Sup. Dist.	2011-2012	2012-2013	2013-2014
TOTAL for Lead Agency 11		\$ 173,475	\$ 231,300	\$ 231,300
TOTAL FOR NON-DETOX SERVICES (11 CONSORTIUMS)		\$ 6,589,090	\$ 8,785,453	\$ 8,785,453
Detox Services				
Behavioral Health Services, Inc.	2	\$ 83,700	\$ 111,600	\$ 111,600
Tarzana Treatment Centers, Inc.	3	\$ 141,300	\$ 188,400	\$ 188,400
TOTAL FOR DETOX SERVICES (2 PROVIDERS)		\$ 225,000	\$ 300,000	\$ 300,000
TOTAL NON-DETOX FYs 2011-2014		\$ 24,159,996		
TOTAL DETOX SERVICES - FYs 2011-2014		\$ 825,000		

* Lone former member was Behavioral Health Services, Inc. for detox services, but detox services will be sole-sourced.

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL**

Attachment B

CalWORKs Special Projects Funding

#	Agency Name	SUP	Contract #	Subtype	Modality	2011-2012 Funding	2012-2013 Funding	2013-2014 Funding
<u>ASIAN PACIFIC ISLANDER TARGETED OUTREACH</u>								
1	ASIAN AMERICAN DRUG ABUSE PROGRAM, INC.	2	PH-001249A	CalWORKs	API (CW)	\$ 74,999	\$ 100,000	\$ 100,000
						\$ 74,999	\$ 100,000	\$ 100,000
2	CAMBODIAN ASSOCIATION OF AMERICA	4	PH-001258A	CalWORKs	API (CW)	\$ 74,999	\$ 100,000	\$ 100,000
						\$ 74,999	\$ 100,000	\$ 100,000
3	SPECIAL SERVICE FOR GROUPS	1	PH-001501A	CalWORKs	API (CW)	\$ 74,999	\$ 100,000	\$ 100,000
						\$ 74,999	\$ 100,000	\$ 100,000
					API TOTAL	\$ 224,997	\$ 300,000	\$ 300,000

HOMELESS CALWORKS FAMILIES PROJECT

4	BEHAVIORAL HEALTH SERVICES, INC.	2	PH-001365C	CalWORKs	HCFFP (CW)	\$ 56,250	\$ 75,000	\$ 75,000
						\$ 56,250	\$ 75,000	\$ 75,000
5	LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE	2	PH-001228A	CalWORKs	HCFFP (CW)	\$ 93,749	\$ 125,000	\$ 125,000
						\$ 93,749	\$ 125,000	\$ 125,000
6	PROTOTYPES	1	PH-001372A	CalWORKs	HCFFP (CW)	\$ 56,250	\$ 75,000	\$ 75,000
						\$ 56,250	\$ 75,000	\$ 75,000
7	SHIELDS FOR FAMILIES, INC.	2	PH-001363A	CalWORKs	HCFFP (CW)	\$ 56,250	\$ 75,000	\$ 75,000
						\$ 56,250	\$ 75,000	\$ 75,000
8	SOUTHERN CALIFORNIA ALCOHOL AND DRUG PROGRAMS, INC.	4	PH-001185A	CalWORKs	HCFFP (CW)	\$ 56,250	\$ 75,000	\$ 75,000
						\$ 56,250	\$ 75,000	\$ 75,000
9	VALLEY WOMEN'S CENTER, INC.	5	PH-001187A	CalWORKs	HCFFP (CW)	\$ 56,250	\$ 75,000	\$ 75,000
						\$ 56,250	\$ 75,000	\$ 75,000
					HCFFP TOTAL	\$ 374,999	\$ 500,000	\$ 500,000

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
 SUBSTANCE ABUSE PREVENTION AND CONTROL

Attachment B

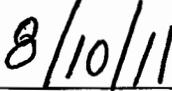
CalWORKs Special Projects Funding

#	Agency Name	SUP	Contract #	Subtype	Modality	2011-2012 Funding	2012-2013 Funding	2013-2014 Funding
						TOTAL (API & HCFP) \$ 599,996	\$ 800,000	\$ 800,000
						API TOTAL FYS 2011-14 \$ 824,997		
						HCFP TOTAL FYS 2011-14 \$ 1,374,999		
						TOTAL (API & HCFP) FYS 2011-14 \$ <u>2,199,996</u>		

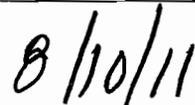
**SOLE SOURCE CHECKLIST
BEHAVIORAL HEALTH SERVICES, INC. (BHS)**

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
x	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
x	➤ Other reason: BHS is the only CalWORKs agency licensed and certified by the State to provide (RDTX) services in our network of County treatment agencies. In addition, BHS has a long history of providing these services to CalWORKs participants. BHS has provided detox services to CalWORKs participants over the life of this program. Under the Request for Proposal (RFP) competitive selection process proposers were allowed to find their own CalWORKs Residential Medical Detoxification (RDTX) provider. In their RFP proposal response proposers found that Behavioral Health Services, Inc. (BHS) was the only other provider to provide CalWORKs RDTX provider. Due to the availability of only two satisfactory providers, the Department of Public Health will require lead agencies to enter into a memorandum of understanding with BHS to provide CalWORKs RDTX services, instead of requiring proposers to enter into an all inclusive CalWORKs day care habilitative, outpatient counseling, RDTX, and residential treatment services agreement as described in the RFP.
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="text-align: center;"> 8/10/11 _____ Date </div> </div>

SOLE SOURCE CHECKLIST
TARZANA TREATMENT CENTERS, INC. (TTC)

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
√	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
√	➤ Other reason. Tarzana Treatment Centers, Inc. (TTC) is the only CalWORKs agency licensed and certified by the State to provide (RDTX) services in our network of County treatment agencies. In addition, TTC has a long history of providing these services to CalWORKs participants. TTC has provided detox services to CalWORKs participants over the life of this program. Under the Request For Proposal (RFP) competitive selection process proposers were allowed to find their own CalWORKs RDTX provider. Due to the availability of only two satisfactory providers, the Department of public Health will require lead agencies to enter into a memorandum of understanding with TTC to provide CalWORKs RDTX services, instead of requiring proposers to enter into an all inclusive CalWORKs day care habilitative, outpatient counseling, RDTX, and residential treatment services agreement as described in the RFP.
	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  _____ Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="text-align: center;">  _____ Date </div> </div>

**SOLE SOURCE CHECKLIST
9 CALWORKs AGREEMENTS
(Attachment B Listing of Providers)**

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
✓	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	➤ Other reason. Approval of six Homeless CalWORKs Families Project (HCFP) and three Asian Pacific Islander (API) Targeted Outreach sole source agreements will allow these special pilot projects to continue uninterrupted using the same contractors. HCFP and API services are directed toward a specific Mental Health and API client, and it would be more costly and time consuming to seek new providers to serve these special populations under the established program guidelines.
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <hr/> Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="text-align: center;">  <hr/> Date </div> </div>